

DIVERSITY COUNCIL
HOOVER BUILDING, LEVEL A, CONFERENCE ROOM 5
MARCH 28, 2008
2:30 PM – 4:30 PM

Agenda Item	Notes
Members Present	Mollie Anderson, Department of Administrative Services (DAS) Nancy Berggren, Department of Administrative Services – Human Resources Enterprise (DAS-HRE) Renee Hardman, Bankers Trust Shirley Hicks, Iowa School for the Deaf, Retired Reginald Jackson, Wells Fargo Bank, N.A. Robin Jenkins, DAS-HRE Walter Reed, Jr., Department of Human Rights Ralph Rosenberg, Civil Rights Commission Miriam Tyson, Department of Economic Development Stephen Wooderson, Iowa Vocational Rehabilitation Services (IVRS)
Member Absent	Preston Daniels, Employee and Family Resources, Chair Jim Larew, Governor's Office Miguel Moreno, Department of Transportation Alba Perez, Greater Des Moines Partnership Jonathan Thorup, Department of Public Safety Dinh VanLo, Tai Village, Inc.
Other Attendees	Cindy Axne, Department of Management Sherry Barnard, Deaf Action Center, Interpreter for Shirley Hicks Susan Churchill, DAS-HRE Beverly Clark, Iowa Department of Economic Development Joe Ellis, DAS-HRE Jesus Estrada, DAS-HRE Syeta Glanton, Governor's Office Tomika Greene, DAS-HRE Mary Ann Hills, DAS-HRE Barbara Kroon, DAS-HRE Barb McClannahan, IVRS Heather Palmer, Attorney General's Office Donna Scarfe, Deaf Action Center, Interpreter for Shirley Hicks Deborah Svec-Carstens, Governor's Office Bill West, DAS-HRE Bryan Wood, Concerned Citizen
Agenda Items	<ol style="list-style-type: none"> I. Opening Remarks – Renee Hardman II. Review and Approval of Meeting Minutes of 03/14/08 <ol style="list-style-type: none"> A. Shirley Hicks noted two corrections to the minutes: <ol style="list-style-type: none"> 1. The name of the second interpreter was Sherry Barnard. 2. Shirley's last name was typed incorrectly on page two of the minutes. B. The minutes were approved with the corrections as noted above. III. Overview of State Hiring Practices – Presentation #2 <ol style="list-style-type: none"> A. Robin Jenkins, Recruitment Coordinator, provided an overview of Recruitment with a PowerPoint presentation. <ol style="list-style-type: none"> 1. It has been many years since the State has had a Recruitment Coordinator.

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	<ol style="list-style-type: none"> 2. In April, DAS-HRE will send Recruitment Plans to agencies, asking them to analyze what they currently do in the area of recruitment and return data in June. 3. Reggie Jackson asked who has the accountability for recruitment – DAS or agencies? Robin Jenkins replied that DAS-HRE has accountability to provide guidelines and parameters and the agencies have accountability to follow though. <p>B. Barbara Kroon, State Selection Program Manager, provided an overview of “Competencies and Selectives” with a PowerPoint presentation.</p> <ol style="list-style-type: none"> 1. The Position Description Questionnaire (PDQ) initiates the hiring process; this document includes: <ol style="list-style-type: none"> a. Background information about the position. b. Duties and responsibilities. c. Competencies, essential functions, sign-offs. 2. Certain job postings may have a “Selective Certification,” which is defined as “a means of narrowing the applicant pool by seeking a more specific type of background WITHIN the stated minimum qualifications.” 3. Susan Churchill will e-mail Barbara Kroon’s PowerPoint presentation to Council members, so that they may have links to additional resources on Competencies and Selectives. <p>IV. Subcommittee Reports</p> <p>A. Training for the Entire State Workforce – Miriam Tyson reported to the Council on behalf of the subcommittee.</p> <ol style="list-style-type: none"> 1. The subcommittee proposed conducting training in four phases: <ol style="list-style-type: none"> a. Classroom diversity training. b. Periodic online training. c. Supplemental departmental efforts. d. Ongoing topic-specific courses. 2. The subcommittee would like the Council to consider hiring people on a temporary basis, instead of hiring a vendor to conduct the training. 3. The subcommittee proposed completing the training in six – nine months. 4. Discussion: <ol style="list-style-type: none"> a. Walter Reed suggested doing a survey to see what kind of diversity training agencies are currently doing. b. Ralph Rosenberg suggested that Council members take the diversity training offered by the Civil Rights Commission. c. Nancy Berggren stated that the Department of Transportation and others currently have good diversity training; also, Council members may attend any of the DAS diversity courses free of charge. 5. The Council agreed to accept the subcommittee’s proposal with two additions: <ol style="list-style-type: none"> a. Rename the proposal: “Preliminary Report.” b. Ask Governor Culver for 60 days to “flesh out” the report. <p>B. Report to the Governor – This subcommittee will report at the next meeting.</p> <p>C. Best Practices – This subcommittee will report at the next meeting.</p> <p>V. Name subcommittees – Due to time constraints, the Council will name three subcommittees at the next meeting:</p> <ol style="list-style-type: none"> A. State’s Hiring Policies and Practices B. Employee Referral System C. Diversity Plans <p>VI. Citizen Input Discussion – Due to time constraints, the Council will discuss this at the next meeting.</p> <p>VII. Public Comment</p> <p>A. Beverly Clark, Iowa Department of Economic Development, asked two questions:</p>

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	<ol style="list-style-type: none"> 1. How does the State seek diversity in positions that are not posted (<i>at-will positions</i>)? 2. Who has the authority to hire at-will applicants? <p>B. Discussion:</p> <ol style="list-style-type: none"> 1. Mollie Anderson stated: <ol style="list-style-type: none"> a. There are approximately 2,000 at-will positions in state government. b. These employees are hired to “serve at the pleasure of the hiring authority.” c. These positions are not posted, as all other state jobs. d. Chapter 8 of the Iowa Code outlines the criteria for being at-will. 2. Nancy Berggren stated that DAS-HRE encourages departments to establish minimum qualifications and post at-will jobs, but they are not required to do so.
Items for Next Meeting	<ol style="list-style-type: none"> I. Overview of State Hiring Practices – Presentation #3: Brass Ring Applicant Tracking System II. Subcommittee Reports <ol style="list-style-type: none"> A. Report to the Governor B. Best Practices C. Training for the Entire State Workforce III. Name subcommittees for: <ol style="list-style-type: none"> A. State Hiring Policies and Practices B. Employee Referral System C. Diversity Plans IV. Citizen Input Discussion V. Public Comment
Next Meeting	The next meeting will be held on Friday, April 11, 2008, from 2:30 p.m. – 4:30 p.m. in Conference Room 5 in the Hoover Building, Level A.
Adjourned	Meeting adjourned at 4:33 p.m.